

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

**Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave. Jaspe  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510**

## Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Janitorial Supplies	
<b>Solicitation No. - N° de l'invitation</b> W0127-15P006/A	<b>Date</b> 2015-07-02
<b>Client Reference No. - N° de référence du client</b> W0127-15P006	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$EDM-020-10476
<b>File No. - N° de dossier</b> EDM-5-38038 (020)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-08-12</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Peters, Brent	<b>Buyer Id - Id de l'acheteur</b> edm020
<b>Telephone No. - N° de téléphone</b> (780)235-8279 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE EDMONTON GARRISON STN FORCES P.O.BOX 10500 EDMONTON Alberta T5J4J5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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edm020

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## JANITORIAL SUPPLIES FOR EDMONTON GARRISON AND CFB WAINWRIGHT

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;   |
| Part 5 | Certifications: includes the certifications to be provided;   |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Requirement, the Basis of Payment, and the Standing Offer Usage Reports.

### **1.2 Summary**

- (i) Request for a Regional Individual Standing Offer (RISO) for the supply, delivery, and offloading of Janitorial Supplies as requested by the Department of National Defence (DND) Edmonton, Garrison, Edmonton, Alberta and CFB Wainwright, Denwood, Alberta in accordance with the terms and conditions outlined herein.
- (ii) All products must be delivered to the specified address within 7 calendar days of receipt of a call-up.
- (iii) The Standing Offer is requested for 3 (three) years from the contract award.
- (iv) as per the Integrity Provisions under section 01 of Standard Instructions 2006, offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the Supply Manual for additional information on the Integrity Provisions.

- (v) "The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

### 1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2014-09-25) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

### 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## 2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (one hard copy)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### Section I: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### 3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_  
Master Card \_\_\_\_\_

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

### 3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

### Section III: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 4.1.1 Financial Evaluation

##### 4.1.2.1 Calculation of Bid Price

The Total Bid Price will be calculated in the following method:

- (a) The unit price quoted for each item for each year will be multiplied by the estimated quantity and summed to arrive at a total price per item. The total prices per item will be aggregated to determine the Total Bid Price.

SACC Manual Clause M0220T (2013-04-25), Evaluation of Price

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.



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*SACC Manual* Clause M0069T (2007-05-25), Basis of Selection

## **PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Precedent to Issuance of a Standing Offer**

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

#### **5.1.1 Integrity Provisions - Associated Information**

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1 Offer**

**6.1.1** The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

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## 6.2 Security Requirements

6.2.1 There is no security requirement applicable to this Standing Offer.

## 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 6.3.1 General Conditions

[2005](#) (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### 6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

## 6.4 Term of Standing Offer

### 6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of contract award to \_\_\_\_\_. (to be completed upon contract award)

## 6.5. Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Brent Peters  
Title: Supply Specialist  
Public Works and Government Services Canada

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Acquisitions Branch  
Directorate: Western Region  
Address: ATB Place, North Tower  
5<sup>th</sup> Floor – 10025 Jasper Avenue  
Edmonton, AB T5J 1S6

Telephone: 780-235-8279  
Facsimile: 780-497-3510  
E-mail address: Brent.Peters@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

#### **6.5.2 Project Authority** (will be inserted at contract award)

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

#### **6.5.3 Offeror's Representative** (to be completed by Offeror)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

#### **6.6 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence (DND) Edmonton Garrison and CFB Wainwright.

#### **6.7 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer.

#### **6.8 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$ 35,000.00 (Applicable Taxes included).

## 6.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ \_\_\_\_\_ (Applicable Taxes excluded) *(to be determined at contract award)* unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 2 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2014-11-27), General Conditions – Goods (Medium Complexity) ;
- e) Annex A, Statement of Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Usage Reports
- h) the Offeror's offer dated \_\_\_\_\_ *(insert date of offer)*

## 6.11 Certifications

### 6.11.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## 6.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

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## 6.1 Statement of Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

## 6.2 Standard Clauses and Conditions

### 6.2.1 General Conditions

2010A (2014-11-27), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2014-11-27) General Conditions – Goods (Medium Complexity) will not apply to payments made by credit cards.

## 6.3 Term of Contract

### 6.3.1 Delivery Date

Delivery must be made within 7 calendar days of receipt of a call-up against the Standing Offer.

## 6.4 Payment

### 6.4.1 Basis of Payment – Firm price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B, Basis of Payment. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.4.2 Single Payment

*SACC Manual* clause H1000C (2008-05-12), Single Payment

### 6.4.3 Payment by Credit Card

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

## 6.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a) a copy of time sheets to support the time claimed;
- b) a copy of the release document and any other documents as specified in the Contract;
- c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d) a copy of the monthly progress report.

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2. Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

**6.6 Insurance**

*SACC Manual* clause G1005C (2008-05-12), Insurance

**6.7 SACC Manual Clauses**

*SACC Manual* clause A9062C (2011-05-16), Canadian Forces Site Regulations  
*SACC Manual* clause B7500C (2006-06-16), Excess Goods

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---

## **ANNEX "A"**

### **STATEMENT OF REQUIREMENT**

#### **REQUIREMENT:**

Request for a Regional Individual Standing Offer (RISO) for the supply, delivery, and offloading of Janitorial Supplies as requested by the Department of National Defence (DND) Edmonton, Garrison, Edmonton, Alberta and CFB Wainwright, Denwood, Alberta in accordance with the terms and conditions outlined herein.

All products must be delivered to the specified address within 7 calendar days of receipt of a call-up.

The Standing Offer is requested for 3 (three) years from the contract award.

## ANNEX "B"

### BASIS OF PAYMENT

- The supplier will supply and deliver JANITORIAL and Other Supplies at the following locations:  
Edmonton Garrison and CFB Wainwright
- Pricing is FOB destination
- Applicable taxes excluded

Item #	Description	Est. Annual Usage	Brand and Unit Size Offered (if different unit size than specified)	Unit Price Year 2015-2016	Unit Price Year 2016-2017	Unit Price Year 2017-2018	Extended Bid Price (total of Unit Prices x Est. Annual usage)
1	<b>Latex Glove</b> , Size Medium; Fits left or right hand; Non-sterile	3000 BX of 100		\$ _____ /BX of 100	\$ _____ /BX of 100	\$ _____ /BX of 100	\$ _____ x 9000 BX =\$ _____
2	Sodium Hypochlorite, ( <b>Bleach</b> ) 6% Chlorine	5500 EA of 3.6L-5L bottle		\$ _____ /EA of 3.6-5L bottle	\$ _____ /EA of 3.6-5L bottle	\$ _____ /EA of 3.6-5L bottle	\$ _____ x 16500 EA =\$ _____
3	<b>Deodorant Block</b> , 108.0 GM, 25.4 mm thick; Non-flammable, Active Ingredient PARADICHLORO BENZENE, Round Shape, Aromatics – Oil of Cedar & Pine	500 EA		\$ _____ /EA	\$ _____ /EA	\$ _____ /EA	\$ _____ x 1500 EA =\$ _____



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Item #	Description	Est. Annual Usage	Brand and Unit Size Offered (if different unit size than specified)	Unit Price Year 2015-2016	Unit Price Year 2016-2017	Unit Price Year 2017-2018	Extended Bid Price (total of Unit Prices x Est. Annual usage)
4	<b>Mop Head,</b> Cotton, WET, 450 gr / 16 oz, 800 MM Nom Lg; 175.0 MM Nom Width; yarns 800 +/- 50mm Lg; each consisting of 3 strands #1 count unbleached cotton twisted together with 2 turns per 25mm; Cotton Band 25 to 38mm wide sewn fat around middle of yarns; width of mop head at band 175 to 182mm; CGSB STD 22-GP-38M Type 1	1000 EA		\$ _____ /EA	\$ _____ /EA	\$ _____ /EA	\$ _____ x 3000 EA =\$ _____
5	<b>Scrub / Nail Brush;</b> Square or Curved End Block; Brush Fiber Tampico; Brush Material Exposed Length 16.0 mm; 102 MM Lg, 38 MM W;	250 EA		\$ _____ /EA	\$ _____ /EA	\$ _____ /EA	\$ _____ x 750 EA =\$ _____
6	<b>Stable / Push Broom,</b> 14", W/O Handle; 100 mm Min / 110 mm Max Brush Material Exposed Length	250 EA		\$ _____ /EA	\$ _____ /EA	\$ _____ /EA	\$ _____ x 750 EA =\$ _____

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7	<b>Corn Broom</b> , non-detachable handle 107 cm min length, 4 rows double-wrapped stitching, warehouse grade; for entrances and outside sweeping; 12-13Kg per dozen	250 EA		\$ _____ /EA	\$ _____ /EA	\$ _____ /EA	\$ _____ x 750 EA =\$ _____
8	<b>Broom Head</b> , Small; 14 inch x 2 inch, synthetic fibre (push broom head) 2 Holes to receive threaded wood handle. Brush Material Exposed Length 73.0 mm Min; Block Length 35 cm; Width 6 cm; (handle not included)	250 EA		\$ _____ /EA	\$ _____ /EA	\$ _____ /EA	\$ _____ x 750 EA =\$ _____
9	<b>Broom Head</b> , Medium; 24 inch x 2 inch, synthetic fibre (push broom head) 7.3 cm exposed length; Block length 60 cm; Block width 6 cm; 2 Holes to receive threaded wooden handle (handle not included)	250 EA		\$ _____ /EA	\$ _____ /EA	\$ _____ /EA	\$ _____ x 750 EA =\$ _____

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10	<b>Broom Head</b> , Large; 36 inch x 2 inch, synthetic fibre (push broom head)Brush material exposed length 7.3mm; 2 threaded holes for handle; with metal brace & hardware	250 EA		\$ _____ /EA	\$ _____ /EA	\$ _____ /EA	\$ _____ x 750 EA =\$ _____
11	<b>Wooden Threaded Handle</b> , 54 inch / 1370mm long, 1 inch / 24mm dia; 5 Threads per 25.4mm for a length of 27mm; Outside diameter of threads 18.3mm; all wood	600 EA		\$ _____ /EA	\$ _____ /EA	\$ _____ /EA	\$ _____ x 1800 EA =\$ _____
12	<b>Absorbent Material</b> , Spill Clean-up, Uniform Minerals of the Silicate Type	1600 BG of 10 KG		\$ _____ /BG of 10KG	\$ _____ /BG of 10KG	\$ _____ /BG of 10KG	\$ _____ x 4800 BG =\$ _____
13	<b>Mop Handles</b> , Screw Clamp Type, with Frame, Rectangular shape, 225 to 275 MM Lg by 175 +/- 6MM Width; with 110 to 135 CM Lg Wooden handle, Metal parts cadmium or zinc plated;	500 EA		\$ _____ /EA	\$ _____ /EA	\$ _____ /EA	\$ _____ X 1500 EA =\$ _____
14	<b>Sponge</b> , Plastic Polyurethane Rectangular, 6" Lg / 152.4 mm Lg; 3.8" / 96.9mm Wide, 1.875" / 47.6 mm thick	350 EA		\$ _____ /EA	\$ _____ /EA	\$ _____ /EA	\$ _____ x 1050 EA =\$ _____

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15	Brush, Sanitary, (Toilet Bowl Brush), Brush Material Fibre Tampico or Palmyra; brush part Diameter 4.25 inches min; Brush part length 6 inches min; Turks Head Style	300 EA		\$ _____ /EA	\$ _____ /EA	\$ _____ /EA	\$ _____ x 900 EA =\$ _____
16	<b>Scouring Pad</b> , Synthetic Polyester Fibre pad with aluminium oxide abrasive particles; Bonded to Web with Resin; 225 mm Length; 150 mm Width; Green; 9 mm / 0.354 inch thick; 17 gram min pad weight; 3.4 gram min pad mineral weight; 18.6Kg per 50 mm / 41.0 Lb PSI min tensile strength; 40.9Kg/ 50 mm / 90.0 Lb PSI min tearing strength; Colorfast; for medium duty jobs, 6 x 9 green Used for hard scrubbing.	7000 EA		\$ _____ /EA	\$ _____ /EA	\$ _____ /EA	\$ _____ x 2100 EA =\$ _____
17	<b>Rag, Wiping, Terry Towelling</b> ; Not Less Than 80 Per Cent Cotton; White Or Colored Excluding Black, Minimum 30 cm width	2000 BX of 20LB		\$ _____ /BX of 20 LB	\$ _____ /BX of 20 LB	\$ _____ /BX of 20 LB	\$ _____ x 6000 BX =\$ _____

Item #	Description	Est. Annual Usage	Brand and Unit Size Offered (if different unit size than specified)	Unit Price Year 2015-2016	Unit Price Year 2016-2017	Unit Price Year 2017-2018	Extended Bid Price (total of Unit Prices x Est. Annual usage)
18	<b>Cloth, Cleaning,</b> white, Pure Surgical Viscose Rayon Fabric; non-woven; Min Density 44.0 grams per square metre; Min Dry Breaking Strength 53 Newtons in Machine Direction and 13 Newtons in Cross Direction; Minimum Wet Breaking Strength 22 Newtons in machine direction and 8 newtons in cross direction; Wter absorption capacity not less than 220.0 grams per square metre; Water absorption time not more than 10 seconds; nom dim 355.0 by 610.0 mm; min area 2140.0 Sq cm	500 BX of 100-150 cloths		\$ _____ /BX of 100-150 cloths	\$ _____ /BX of 100-150 cloths	\$ _____ /BX of 100-150 cloths	\$ _____ x 1500 BX =\$ _____
19	<b>Scouring Pad,</b> Fine Steel Wire (Wool) Soap Impregnated, Oval Shape	350 PG of 10		\$ _____ /PG of 10	\$ _____ /PG of 10	\$ _____ /PG of 10	\$ _____ x 1050 PG =\$ _____
20	<b>Cloth, Cleaning,</b> Paper, Industrial; Pulp/Polymer composite; Oil Absorption Type; Dispenser Box; 12.5 In X 15 In cloth, 38.9 x 31.0 mm	2500 BX of 150		\$ _____ /BX of 150	\$ _____ /BX of 150	\$ _____ /BX of 150	\$ _____ x 7500 BX =\$ _____

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21	<b>Glass Cleaner,</b> Liquid Form	3000 BT of 765 mL		\$ _____ /BT of 765 mL	\$ _____ /BT of 765 mL	\$ _____ /BT of 765 mL	\$ _____ x 9000 BT =\$ _____
22	<b>Scouring Powder,</b> powdered cleaner, mildly abrasive, contains bleach, for sinks, bathtubs, stovetops, toilets, etc.	250 EA of 600 Grams		\$ _____ /EA of 600 Grams	\$ _____ /EA of 600 Grams	\$ _____ /EA of 600 Grams	\$ _____ x 750 EA =\$ _____
23	<b>Neutral PH Cleaner,</b> Safe all-purpose, Rinse Free Formulation, for use on walls, most painted surfaces & all hard surfaces not harmed by water (also used on floors with finishes on them.)	350 EA of 20L		\$ _____ /EA of 20L	\$ _____ /EA of 20L	\$ _____ /EA of 20L	\$ _____ x 1050 EA =\$ _____
24	<b>Sweeping Compound,</b> dry sweep, oil/sand/sawdust based. For unsealed, unpainted wood, steel & other floorings that are not affected by sand or mineral oil.	1500 BX of 25KG		\$ _____ /BX of 25KG	\$ _____ /BX of 25KG	\$ _____ /BX of 25KG	\$ _____ x 4500 BX =\$ _____

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25	<b>Toilet Bowl Cleaning Compound</b> , removes stains & scale build-up, Cleans and Disinfects. Formulated with special corrosion inhibitors to protect plumbing. Liquid.	600 EA of 1L		\$ _____ /EA of 1L	\$ _____ /EA of 1L	\$ _____ /EA of 1L	\$ _____ x 1800 EA =\$ _____
26	<b>Window/Glass Cleaner</b> , non-ammoniated, Streak Free, Concentrated.	1200 EA of 4L		\$ _____ /EA of 4L	\$ _____ /EA of 4L	\$ _____ /EA of 4L	\$ _____ x 3600 EA =\$ _____
27	<b>Dishwashing Soap</b> , Hand, Liquid Form, Bottle Shall Have a Leak-Proof, Self-Closing Pull-Push Closure Cap.	750 EA of 1L		\$ _____ /EA of 1L	\$ _____ /EA of 1L	\$ _____ /EA of 1L	\$ _____ x 1050 EA =\$ _____
28	<b>Floor Finish</b> , For use on high traffic areas, all floor types, non-buffing liquid; Detergent Resistant. <u>Must stand up to repeated cleanings between applications.</u>	150 EA of 20L		\$ _____ /EA of 20L	\$ _____ /EA of 20L	\$ _____ /EA of 20L	\$ _____ x 450 EA =\$ _____
29	<b>Stripper</b> , non-ammoniated, liquid form, removes old floor finish efficiently and quickly.	150 BX of 4x4L		\$ _____ /BX of 4x4L	\$ _____ /BX of 4x4L	\$ _____ /BX of 4x4L	\$ _____ x 450 BX =\$ _____

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30	<b>Hand Soap</b> , Liquid, Biodegradable, phosphate-free non-irritating. Used in soap dispensers in washrooms. (Pink Hand Soap)	700 EA of 4L		\$ _____ /EA of 4L	\$ _____ /EA of 4L	\$ _____ /EA of 4L	\$ _____ x 2100 EA =\$ _____
31	<b>Hand Soap</b> , Hard Milled Bar, long lasting.	700 EA of min. 85 Grams		\$ _____ /EA of min. 85 Grams	\$ _____ /EA of min. 85 Grams	\$ _____ /EA of min. 85 Grams	\$ _____ x 2100 EA =\$ _____
32	<b>Hand Cleaner</b> , Liquid Lotion Type, Solvent Free, Antiseptic, Bottle with Pump Dispenser; Surfactant Based; Used in workshops for grease/grime/stain removal.	500 EA of 4L		\$ _____ /EA of 4L	\$ _____ /EA of 4L	\$ _____ /EA of 4L	\$ _____ x 1500 EA =\$ _____
33	<b>Disinfectant</b> , Creamy Liquid, NON-ABRASIVE; (contains jewellers rouge) for use on fiberglass showers & tubs, wood, metal, & ceramic tile. Clings to walls, removes soap scum & build-up.	500 EA of 1L		\$ _____ /EA of 1L	\$ _____ /EA of 1L	\$ _____ /EA of 1L	\$ _____ x 1500 EA =\$ _____
34	<b>Combination Mop Bucket &amp; Wringer</b> , plastic 35 qt bucket with wheels and hand with side press wringer.	250 EA		\$ _____ /EA	\$ _____ /EA	\$ _____ /EA	\$ _____ x 750 EA =\$ _____



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35	<b>Toilet Paper</b> , 2 ply perforated, high absorbency.	1200 BX of 40 rolls		\$ _____ /BX of 40 rolls	\$ _____ /BX of 40 rolls	\$ _____ /BX of 40 rolls	\$ _____ x 3600 BX =\$ _____
36	<b>Paper Towel Rolls Brown</b> , 8 inch, non-perforated. High Absorbency	1200 BX of 24 rolls		\$ _____ /BX of 24 rolls	\$ _____ /BX of 24 rolls	\$ _____ /BX of 24 rolls	\$ _____ x 3600 BX =\$ _____
37	<b>Paper Towel White</b> , 8 inch, perforated. High Absorbency	1000 BX of 24 rolls		\$ _____ /BX of 24 rolls	\$ _____ /BX of 24 rolls	\$ _____ /BX of 24 rolls	\$ _____ x 3000 BX =\$ _____
38	<b>Disinfectant</b> Wipes, Sheet size 20 cm by 18 cm approx.	500 CO of 50-80 sheets		\$ _____ /CO of 50-80 sheets	\$ _____ /CO of 50-80 sheets	\$ _____ /CO of 50-80 sheets	\$ _____ x 1500 CO =\$ _____
39	<b>Ice Melt</b> , De-Icer, Crystal Form, Non-Tracking, Environmentally Friendly. Works in -50 Degree Weather.	1700 BG of 50LB		\$ _____ /BG of 50LB	\$ _____ /BG of 50LB	\$ _____ /BG of 50LB	\$ _____ x 5100 BG =\$ _____
<b>Total Extended Bid Price</b>							\$ _____

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## ANNEX "C"

### STANDING OFFER USAGE REPORT

#### Quarterly Usage Report Schedule:

Period:	Report Due:
January 1 to March 31	April 15
April 1 to June 30	July 15
July 1 to September 30	October 15
October 1 to December 31	January 15

The Offeror hereby offers to provide information on completed Call-ups as per the format below:

Supplier Name		Standing Offer Name	
Standing Offer Number		Reporting Period	
Standing Offer Authority	Brent Peters		

Call-up Number	Dollar Value (Taxes included)
(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up totals to date:	
(A+B) Total Accumulated Call-ups	

**NIL REPORT:** During the above reporting period there have been no call-ups issued against this Standing Offer ( )

PREPARED BY:	
NAME	
TELEPHONE NUMBER	
SIGNATURE	
DATE	

Send Report to: [WST.PA-EDM@pwgsc-tpgsc.gc.ca](mailto:WST.PA-EDM@pwgsc-tpgsc.gc.ca) or fax to: (780) 497-3510.